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ATLANTA CITY COUNCIL

ANNE FAUVER  
COUNCILMEMBER  
DISTRICT 6

55 TRINITY AVENUE, S.W.  
SECOND FLOOR, EAST  
ATLANTA, GEORGIA 30335  
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May 6, 2003

The Honorable Cathy Woolard  
President, Atlanta City Council  
55 Trinity Ave., SW  
Atlanta, Georgia 30335

Dear Cathy:

We are pleased submit the name of Ms. Karen M. Schaefer as our nominee to the Tree Conservation Commission. Ms. Schaefer lives at 985 Courtenay Drive, Atlanta, GA 30306, phone number 404-876-3456.

We feel that Ms Schaefer will make a great contribution to the Tree Commission. Her resume is attached for your review.

Sincerely,

Anne Fauver, District 6

Natalyn Archibong, District 5

Clair M. Muller, District 8

Howard Shook, District 7

Mary Norwood, Post 2 At-Large

RECEIVED

MAY 18 2003

KRP  
MUNICIPAL CLERK

# KAREN M. SCHAEFER

APRIL 29, 2003

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Address: 985 Courtenay Drive,  
Atlanta, GA 30306

phone: (404) 876-3456  
e-mail: karen.schaefer@mindspring.com

## EXPERIENCE

### GEORGIA STATE UNIVERSITY

*Clinical Instructor, New Teacher Institute, June 2000 to present*

- Provide pedagogic training to new and first-year teachers
- Conduct observations and mentor new teachers
- Prepare vocational education teachers for professional certification

### GEORGIA STATE UNIVERSITY

*Clinical Instructor, Department of Secondary Education, December, 1998 to June 2000*

- Trained and supervised student teachers
- Served as Partner School Liaison in Metro Atlanta P-16 Co-Reform and Collaboration Project
- Mentored first-year teachers
- Coordinated education reform initiatives between university faculty and partner schools
- Assisted in implementing Grady High School's Career Academy
- Collaborated in developing outdoor environmental education center for Piedmont Park

### UNITED STATES PEACE CORPS

*Mathematics Teacher, Mzumbe Secondary School, Mzumbe Tanzania, December 1996 to December 1998*

- Taught advanced (A-level) mathematics
- Joint-authored and edited an advanced level mathematics study guide published in November, 1998
- Chaired editors' workshop
- Wrote grant and received funding to establish Mzumbe Women Workers= Credit Union

### GEORGIA STATE UNIVERSITY

*Mathematics Instructor, January 1993 to March 1996*

- Taught College Algebra, Business Calculus

### ATLANTA PUBLIC SCHOOLS

*Mathematics Teacher, Henry W. Grady High School, Atlanta, GA September 1981 to January 1993*

- Taught Basic Math, Algebra, Geometry, Trigonometry, AP Calculus
- Supervised student teachers
- Served as mentor teacher to first-year teachers
- Sponsored Mathematics and Science Club
- Devised outdoor activities for mathematics enrichment
- Named Star Teacher, 1983
- Named Teacher of the Year, 1987

## COMMUNITY SERVICE

Parks Committee Co-chair, Morningside/Lenox Park Association  
Co-ordinate neighborhood tree planting  
Dialogue with community and city arborists to implement Atlanta tree ordinance

## EDUCATION

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### GEORGIA STATE UNIVERSITY

*Master of Arts for Teachers, concentration in Mathematics, 1987*  
GPA: 4.00

### GEORGIA STATE UNIVERSITY

*Bachelor of Arts, Mathematics, 1981*  
Summa cum Laude with distinction  
GPA: 4.00

### GEORGIA STATE UNIVERSITY

*Bachelor of Arts, Geography, 1975*  
GPA: 4.00

## PUBLICATIONS

With Dan Fejes. *Advanced Mathematics Review: Questions and Solutions* (Morogoro, Tanzania: Mzumbe Book Project, 1998.)  
With Janet Burns. 2002. From technician to reflective practitioner. *Journal of Industrial Teacher Education*, Vol. 40, no. 1, fall, 74-81.  
With Janet Burns. 2002. Reflective journal writing of vocational education teachers during the week of September 11, 2001: Confronting personal and professional demands. *Journal of Industrial Teacher Education*, Vol. 39, no. 2, winter.

## SKILLS

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- Familiarity with neighborhood development issues
  - Knowledge of pedagogy and effective teaching practices
  - Ability to work with culturally diverse groups and individuals
  - Familiarity with education reform policies and procedures
  - Ability to organize and coordinate a project team
  - Excellent oral and written communication skills
  - Computer literacy
  - Grant writing skills
  - Working knowledge of German and Swahili